



**POLICY  
0001-30**

**Release Date: February 7 2018**  
Effective Date: February 8 2018  
Revised Date: TBD

## **CONSTITUTE POLICY**

### **POLICY**

A constitute policy establishes entities with defined executive powers to carry out specific objectives of the Association.

- (A) The President or Board of Directors shall reserve the right to endorse a constitute policy.
- (B) The policy shall be enacted once it is endorsed pursuant to section (A).
- (C) The President or Board reserves the right to repeal, replace or amend any constitute policy.
- (D) The mandate and powers of a entity under a constituent policy shall be defined within its own constituent policy.
- (E) A constitute policy for the purpose of developing a committee shall:
  - (a) Within this subsection the use of “committee” shall refer to a group of people appointed by the President or Board of Directors to carry out a specific function of the Association.
  - (b) The following are excluded from subsection (D):
    - i. Ethics Committee;
    - ii. Joint Committee;
    - iii. Any committees of the administration;
    - iv. Any district committee.
  - (c) Any committee developed under section (D) shall be assigned its own subset of policies.
    - i. The one hundred numbers of the 7000 policies shall be reserved for specific committee policies.
  - (d) Prior to enactment, a committee policy shall require the signature of at least two signing officers.



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- (e) All committee(s) shall adhere to the Bylaws, regulations and policies of the Association
- (f) The Registrar shall be responsible to maintain the roster of committee members.
  - i. The Chairperson of a committee shall be responsible to report to the Registrar the roster of committee members.

## **PROCEDURE**

1. The development of any constituent policy should be done within the principles of a policy cycle pursuant to policy 0001-00.1
2. The policy shall be maintained in an official written document in accordance with the appropriate policy template and shall include the following components:
  1. An effective date of when the policy shall take effect.
  2. A policy statement, indicating the modification of the Associations behaviours
  3. A purpose statement, outlining why the Association is issuing the policy, and what its desired effect or outcome of the policy should be.
  4. An applicability and scope statement, describing who the policy affects and which actions are impacted by the policy.
  5. A responsibilities statement, describing who is responsible for carrying out the policy statement, The statement may also include any relevant oversight and/or governance structures.
  6. The endorsing signature of the President of Board of Directors.
  7. Specific to a policy for the purpose of establishing a committee the following shall also be included:
    1. The committee title;
    2. The Chairperson title;
    3. Appointment of committee members, and
      1. If required the roster of any committee members;
    4. The term of the committee;



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5. Any remuneration, budget or expenses.
8. For a committee pursuant to section (D):
  1. The committee shall receive a title and be assigned a one hundred (100) number within the 7000 policies.
  2. The draft policy shall be presented to the Board of Directors for approval by a majority vote and shall require the signature of at least two signing officers.

**References**

TBD

**Related References**

*James E. Anderson - Public Policy-Making (1974);  
Theodore J. Lowi - Four systems of Policy, Politics and Choice;  
Catherine F. Smith - Writing Public Policy.*

Approved By	Position	Approval Date	Signature
Dusty Myshrall	President	February 7 2018	
<b>Date of Last Review</b>			
<b>Revisions</b>			
Section	Changes	Date	